



Military Department
Emergency Management Division

Exercise & Training

SEOC General Staff and ESF Section Books



January 25, 2012



Meeting Agenda

- ◆ **Introductions**
- ◆ **SEOC General Staff Books**
- ◆ **ESF Section Books**
- ◆ **SEOC Orientation Course**
- ◆ **Agency Executive Training**



General Staff Section Books

- ◆ **Contains Section Specific Organization, Processes & Procedures used During an SEOC Activation.**
- ◆ **Standardized Organization & Format for all Books.**
- ◆ **Milestone for Drafts: January 31, 2012**
- ◆ **Must be Completed Before ESF Section Books Can be Started.**



General Staff Section Books

- ◆ **Disaster Manager/EOC Supervisor**
- ◆ **Operations – ESF 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14 & 20**
- ◆ **Planning**
- ◆ **Logistics – ESF 7**
- ◆ **Finance/Admin**
- ◆ **External Affairs – ESF 15**



ESF Section Books

- ◆ **Start Collecting Drafts & Materials**
- ◆ **Milestone for First Drafts:**
 - **March 28, 2012**
- ◆ **Milestone for Completion:**
 - **May 1, 2012**
- ◆ **Validate all Books During Evergreen Quake 2012**



ESF Section Books

- ◆ **Format for ESF Section Books**

I. Section Descriptions and Responsibilities

II. Section Processes and Products

III. References

IV. Section Specific Job Aids

- ◆ **POC: John Lopez Jr. SEOC Staff Training
Coordinator - (253) 512-7056**

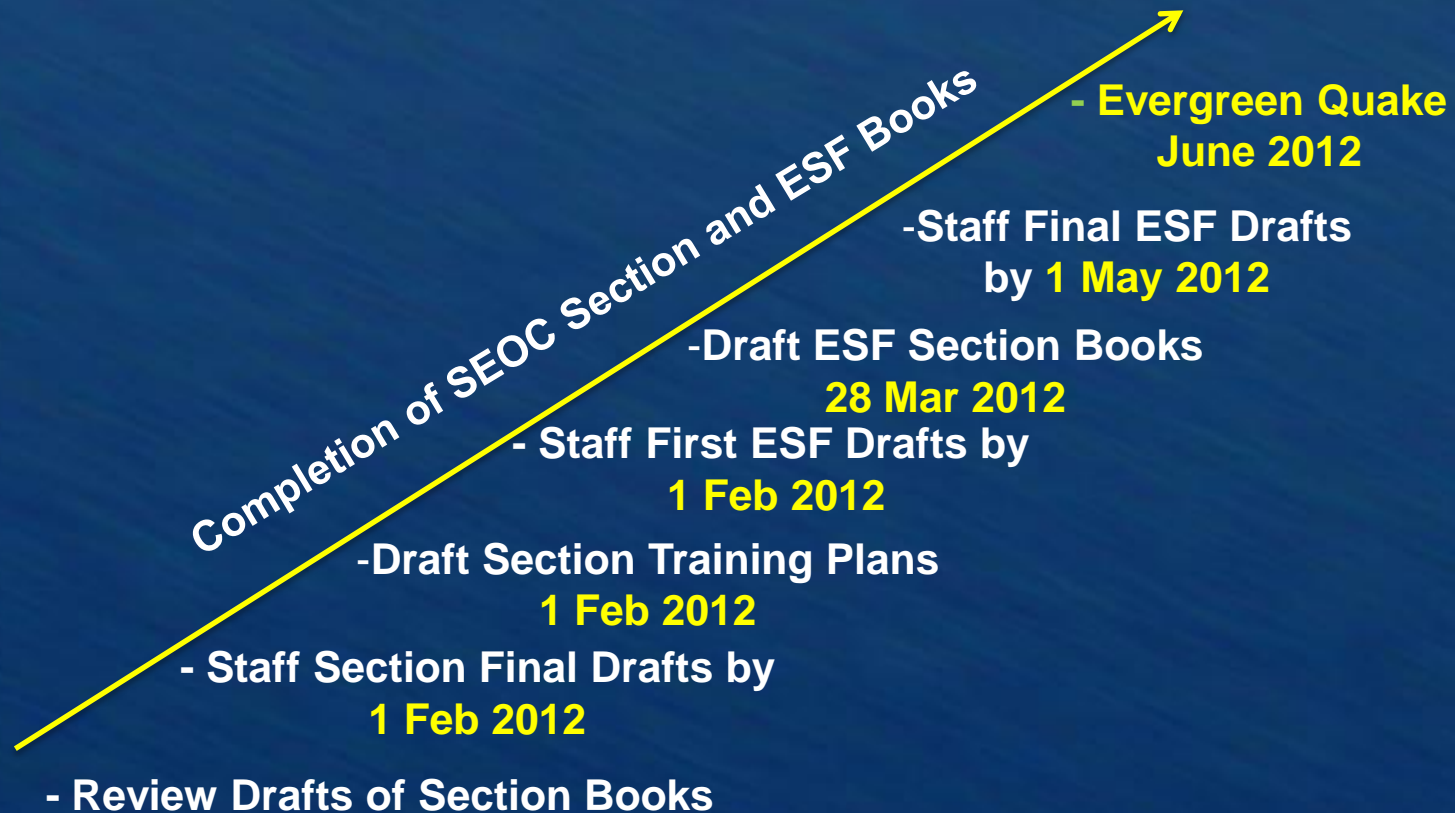


SEOC Smart Book

- ◆ **Contains Common Processes, Procedures and Tasks**
- ◆ **Information that All SEOC Staff Must Be Familiar with During a EOC Activation.**
- ◆ **Information in Book is Not Specific to Any Section or ESF**
- ◆ **Ready for Print**
- ◆ **All Books Are Considered Living Documents**



Proposed Completion Time Line





SEOC Orientation Training

- ◆ **Training Date: Tuesday, April 17, 2012**
- ◆ **Submit Applications by FAX or e-mail.**
- ◆ **We Will Accept Walk-Ins, But Due to Evergreen Quake 2012 the Course May be Full.**
- ◆ **Next Orientation Training Scheduled for Oct, 2012.**



Agency Executive Training

- ◆ **Offered on a Quarterly Schedule**
- ◆ **Next Training Dates: May 8 & 15 2012**
- ◆ **Attendees:**
 - **DSHS**
 - **DOH**
 - **DOC**
- ◆ **Proposed Future Training Sessions in 2012:**
 - **September & November 2012**



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SEOC Staff Section Training

<u>SEOC Section</u>	<u>Training Interval</u>	<u>POC</u>
External Affairs Section (including Public Information)	Monthly 4 th Tuesday each month (1330-1500)	Rob Harper x 7005 r.harper@emd.wa.gov
Operations Section	Monthly 1 st Tuesday each month (1330-1530)	Jaye Compton x 7027 j.compton@emd.wa.gov
Logistics Section	3 rd Tuesday each month (1330-1500)	Chris Utzinger x 7059 c.utzinger@emd.wa.gov
Planning Section	2 ^d Tuesday each month (1330-1530)	John Ufford x 7052 j.ufford@emd.wa.gov



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SEOC Section Staff Training

Finance and Administration Section	Monthly 1st Tuesday each month (0930-1130)	Robert Ezelle x 7468 robert.ezelle@mil.wa.gov
Agency Executive Training / EOC Supervisor	Quarterly Jan-May-Sep-Nov	Terry Egan x 7041 t.egan@emd.wa.gov Paul McNeil x 7033 p.mcneil@emd.wa.gov
ESF-2	Quarterly 4th Tuesday Jan-May-Jul-Oct	Mark Glenn x 8779 mark.glenn@mil.wa.gov
Web EOC	5th Tuesday of month Jan-Mar-Jul-Oct	Debbie Bostwick x 7020 debbie.bostwick@mil.wa.gov



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Questions